

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2830-2
SUBJECT: USE OF SCHOOL DISTRICT ATHLETIC EQUIPMENT BY STUDENTS	DATE OF ISSUE: 05/20/10 <hr/> REVISIONS: <hr/> PREPARING OFFICE: STUDENT SERVICES

I. PURPOSE:

To set guidelines for the use of school district athletic equipment for participation in camps and clinics by students.

II. PERSONNEL AFFECTED

General Director of Student Services, Athletic Directors, coaches, and students who are enrolled in Topeka Public Schools.

III. PROCEDURE

Students who participate in Topeka Public Schools football programs may wear school-owned helmets and other protective equipment for participation in contact football camps or clinics operated by colleges, universities and, with the approval of the General Director of Student Services, other agencies.

- A. District equipment can be used for instructional contact football camps only. This equipment cannot be used for coaches' KSHSAA camps or summer workouts with their athletes, nor can it be used for participation in club sports.
- B. Prior to checking out any equipment, permission to use the equipment for the desired camp or clinic must be obtained from the Athletic Director or the General Director of Student Services.
- C. Once an activity is approved, high school coaches at each of the high schools may check out equipment to their incoming freshmen. No equipment may be checked out to a student who has graduated from Topeka Public Schools.
- D. Any player who desires to check out equipment must submit a signed copy of the Hold Harmless agreement, found at the end of this regulation, to the Head Coach or Athletic Director prior to checking out any equipment. The agreement must be signed by the student and at least one parent or legal guardian.
- E. Additionally, at the time the equipment is checked out, the coach or athletic director shall complete and the student shall sign the "School District Property Check Out Form."

**USE OF SCHOOL DISTRICT ATHLETIC EQUIPMENT
BY STUDENTS (Continued)**

- F. The Athletic Director shall maintain the School District Property Check Out Form and Hold Harmless Agreement in a safe location.**
- G. All equipment checked out by a student shall be returned to the school in accordance with instructions given at the time the equipment is checked out. Equipment should be returned no later than 72 hours after the completion of the camp or clinic. The date of return shall be noted and initialed by the employee receiving the equipment on the School District Property Check Out Form.**
- H. The student and/or parent shall be responsible for the cost of replacing or repairing lost or damaged equipment.**

**USE OF SCHOOL DISTRICT ATHLETIC EQUIPMENT
BY STUDENTS (Continued)**

**SCHOOL DISTRICT PROPERTY
CHECK OUT FORM**

INFORMATION:

Name: _____

Address: _____

City/State/Zip Code: _____

EQUIPMENT TAKEN HOME:

District Bar Code Number: _____

Description: _____

Serial Number: _____ Model Number: _____

Date Checked Out: _____ Date Returned to School: _____ Initialed After Returned: _____

GUIDELINES PER SCHOOL DISTRICT REGULATION NO. 2830-1:

Any student intending use of school property off school district premises will adhere to the following guidelines:

1. Obtain permission to use the equipment for the desired camp or clinic from the Athletic Director or the General Director of Student Services.
2. Submit a signed copy of the required Hold Harmless agreement to the head coach or Athletic Director prior to checking out any equipment. The agreement must be signed by the student and at least one parent or legal guardian.
3. Additionally, at the time the equipment is checked out the student must sign the School District Property Check Out Form after it is completed by the coach or Athletic Director.
4. Equipment must be returned to the school in accordance with instructions given at the time of check out and no later than 72 hours after the completion of the camp or clinic. The date of return shall be noted and initialed by the employee receiving the equipment on the School District Property Check Out Form.
5. Be responsible for any charges incurred during the use of such school district equipment (such as the registration fee for the camp or clinic).
6. Be responsible for repairing damaged equipment or replacing lost, stolen, or destroyed equipment.

I understand, agree to, and meet the requirements and conditions as listed above.

Signature: _____ Date: _____

Authorized by: _____ Date: _____

**USE OF SCHOOL DISTRICT ATHLETIC EQUIPMENT
BY STUDENTS (Continued)**

**HOLD HARMLESS AND RELEASE FROM LIABILITY
TOPEKA PUBLIC SCHOOLS**

By signature on this document below, we/I hereby release Topeka Public Schools, Unified School District No. 501, Shawnee County, Kansas (hereinafter "TPS"), its Board Members, administrators, employees, coaches and agents from any liability for injury or accident which might be sustained by me/my child/student as a result of the use of any district owned sports equipment at a summer camp or program not under the auspices or control of TPS.

I, for myself, my spouse, my child/ward, and on behalf of my/our heirs, successors, assigns, personal representatives and next of kin, **HEREBY RELEASE, INDEMNIFY, AND AGREE TO HOLD HARMLESS** Topeka Public Schools, its Board of Education members, its officers, administrators, employees, coaches and agents in both their official and individual capacities from any liability, claims, demands, damages arising out of or in connection with the use of the borrowed equipment owned by TPS.

Further, we/I understand it is our responsibility and obligation to return the equipment to TPS at the conclusion of the camp or program in the same condition it was in at the time it was loaned to the student. If the equipment is damaged or lost, I understand I may be responsible for the cost of repair or replacement of the equipment.

I HAVE CAREFULLY READ THE FOREGOING DOCUMENT. I HAVE HAD THE OPPORTUNITY TO ASK QUESTIONS AND HAVE THEM ANSWERED. I AM CONFIDENT THAT I FULLY KNOW, UNDERSTAND AND APPRECIATE THE RISKS INVOLVED.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____